



Georgia Vocational Rehabilitation Agency  
Vocational Rehabilitation Client Services Policy & Procedure Manual

## SECTION 1: REFERRAL, APPLICATION, ELIGIBILITY, INELIGIBILITY & ORDER OF SELECTION

### SUBJECT: ORDER OF SELECTION

Authority: 34 CFR 361

Effective Date: October 1, 2016

Previous Policy Number: 216.0.00

Signature:

Corresponding Business Practices &  
Forms: Notice of Change Concerning  
Rehabilitation Services & Information and  
Referral

### POLICY 1.08

#### A. Order of Selection

- i. The Georgia Vocational Rehabilitation Agency's Staff shall conduct the Order of Selection as the second step of the two step process of qualifying for services.
- ii. An Order of Selection shall be imposed when it has been determined by the Georgia Vocational Rehabilitation Agency's Executive Director that services cannot be provided to all persons who apply and who are determined to be eligible.
- iii. After eligibility has been determined and before the Individualized Plan for Employment is written, each client shall be assigned to a Priority Category. The client shall be assigned to the highest priority category for which he or she is qualified and a rationale shall be documented in the case file. If the client's circumstances change or new information is acquired, the category designation shall be changed to a higher Priority Category.
- iv. Upon assignment of a Priority Category under the Order of Selection, a Notice of Change form shall be issued to the client stating the assigned highest priority category that they qualify.
- v. The Order of Selection shall in no way regulate the provision or authorization of diagnostic and evaluation services. In the event that all priority categories are closed, assessment services for the determination of eligibility and assignment of a Priority Category shall continue to be provided.
- vi. Cases in Status 12 or above for which services have begun shall not be disrupted as a result of the closing of a Priority Category. Clients actively participating in the Individualized Plan for Employment shall continue to receive these services. Individualized Plan for Employment amendments are allowed for the continuation or provision of new services and/or a work goal change.



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- vii. No funds shall be authorized or expended on any case that moves into status 12 or above following the effective closing date of a Priority Category when the classification of the case puts it in a closed Priority Category.
- viii. Although an individual's circumstances may change so that she or he is no longer eligible for a particular Priority Category, the individual shall remain in that category unless the change favors him or her. This shall not apply to misclassification. A misclassified individual, if moved to a less favorable Priority Category, shall be advised of the change in writing, through the issuance of a Notice of Change Concerning Rehabilitation Services, and provided with appeal rights and information on the Client Assistance Program.
- ix. The Georgia Vocational Rehabilitation Agency will serve individuals who require specific services or equipment to retain employment, outside of the Order of Selection, if the Agency has closed priority categories.

**B. Priority Category Description**

- i. **Priority Category 1, Individual with a Most Significant Disability:**  
An eligible client shall be classified in this category if he or she has been determined by the Georgia Vocational Rehabilitation Agency to be an individual:
  - a) Who has limitations in 3 or more functional capacities, and
  - b) Who requires multiple services over an extended period of time.
- ii. **Priority Category 2, Individual with a Significant Disability:**  
An eligible client shall be classified in this category if he or she has been determined by the Georgia Vocational Rehabilitation Agency to be an individual:
  - a) Who is a recipient of SSI or SSDI, or
  - b) Who has limitations in 1 or more functional capacities, and
  - c) Requires multiple services over an extended period of time.
- iii. **Priority Category 3, Individual with a Disability:**  
An eligible client shall be classified in this category if he/she has been determined by the Georgia Vocational Rehabilitation Agency to be an individual:
  - a) Who is an eligible individual and who is determined to not have a Significant or Most Significant Disability.
  - b) Who has limitations in 1 or more functional capacities, and
  - c) Requires one or more services NOT over an extended period of time.



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## PROCEDURE (Policy 1.08)

### Goals of the Order of Selection

The goals for imposing an Order of Selection are as follows:

- A. Clearly identifies and distinguishes those individuals classified as the “Individuals with a Most Significant Disability”, “Individual with a Significant Disability” or “Individual with a Disability” in accordance with the Federal Regulations.
- B. Streamlines the assignment process.
- C. Reduces the timeframe of “extended period of time” from six months to three months to allow for a broader continuum of short-term services that have a positive impact on successful employment outcomes.

The following table captures the capacities, number of services and extended periods of time for the categories in the Order of Selection.

Order of Selection			
Priority Category	# Capacities	# Services	Extended Period of Time
(1) Individual with a Most Significant Disability (permanent)	3	Multiple	Over Extended Period of Time
(2) Individual with a Significant Disability or Recipient of SSI/SSDI (permanent)	1	Multiple	Over Extended Period of Time
(3) Individual with a Disability (permanent)	1	Single or Multiple	Not Over Extended Period of Time

### Continuity of Services when OOS is in Effect

When an individual is determined eligible for services and is assigned to a Priority Category that is closed for services, they will be placed on a waiting list to be served in the chronological order in which they were determined eligible. Individuals who are currently participating in an active IPE prior to the closing of the priority category for which they are assigned will continue to receive services. As closed priority categories are re-opened, individuals will be moved off of the waiting list in a chronological order with those who have the most significant disability (Priority Categories 1 and 2) being served first.

### Information and Referral Services

Information and referral services are provided to applicants, potential applicants and eligible clients who do not qualify for services due to the organization’s Order of Selection and to clients who have been determined to be ineligible due to the inability to benefit from services in terms of an employment outcome. Referral to other federal and State programs, including other statewide workforce investment system programs, will be provided in order to best meet the individual’s needs.



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**Post-Employment Service**

Priority category classification under the Order of Selection that occurs during the Individualized Plan for Employment, unless shown to be in error, will apply to the authorization or provision of a postemployment service(s) since these services are a continuation of the original plan.

**OTHER SUPPORTING INFORMATION (Policy 1.08)**